

Missouri Office of Information Technology

Online Privacy	Document Number: ITGS0001
	Effective Date: 08/28/2002
	Published By: Office of Information Technology

1.0 Purpose

This is intended to advise agencies on the use of the online privacy policy template that provides the minimum requirements for online privacy for all State of Missouri web sites.

2.0 Scope

The scope of the Online Privacy policy applies to all State of Missouri web sites using the primary domain name Missouri.gov or the alias domain name mo.gov.

3.0 Background

In June of 2002 the Information Technology Advisory Board appointed an ITAB Privacy Committee to develop an online privacy policy template that would provide agencies with the minimum requirements for online privacy statements for all State of Missouri web sites.

4.0 References

- 4.1 ITAB Meeting Minutes:
 - June 26, 2002
 - July 31, 2002
 - August 28, 2002

5.0 Revision History

Date	Description of Change
08/28/2002	Initial Standard Published

6.0 Definitions

N/A

7.0 Inquiries

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Office of Information Technology

Online Privacy

Summary

In an effort to provide guidance in the development of an online privacy policy statement for the State of Missouri web sites, the ITAB Privacy Committee has drafted a template. The online privacy policy template ahs provides the minimum requirements for online privacy policy statements for State of Missouri web sites. Additional privacy requirements deemed necessary by a state agency are not included in this template and can be added to the statement at the discretion of the state agency.

The policy statement covers browsing and non-personal information, cookies, e-mail, links to other sites, interactive forms, Missouri Sunshine Law, and requesting additional information about the policy statement.

Recommendations

Reference the privacy policy on a website as the online privacy policy as not to confuse it with other privacy policies that may exist in the state agency.

The privacy statements should have the same format on all websites.

A link to this policy statement should be mandatory on the state agency home page and other primary entry points of the agency website.

An example of where information is collected should be included in the Interactive Forms section.

A link to the Sunshine Law legislation on the State of Missouri website should be in the Missouri Sunshine Law section.

A generic e-mail link should be made available in the “For more Information” section and the e-mail should be directed to someone in the organization that can speak to the validity of the online privacy policy and direct questions pertaining to other agency privacy policies.